

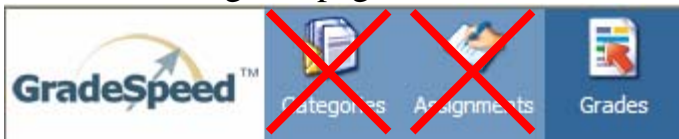
## Specials Teachers – Quick Reference for KG-02 Report Cards

Log-in to GradeSpeed: <https://gradebook.roundrockisd.org/gs/>

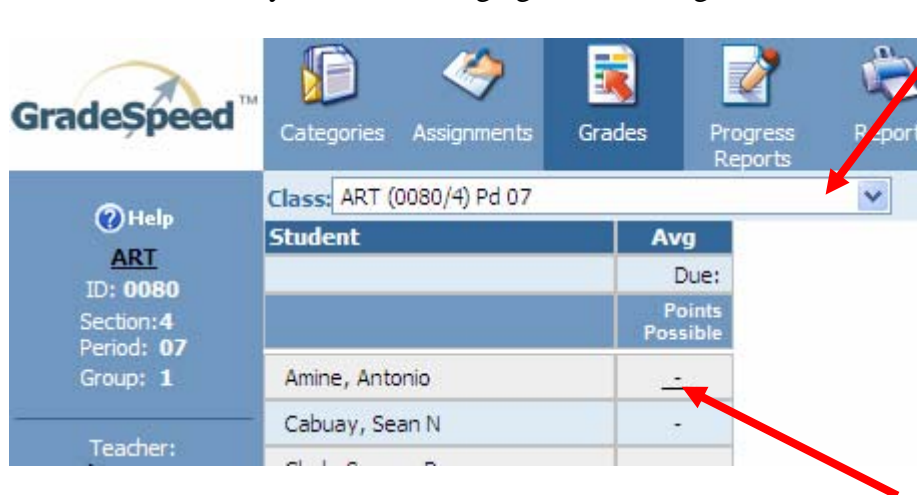
Username = your 6-digit employee ID#

(Note – leave the password field blank if this is your first time to access GradeSpeed this year)

\*\*\*Unlike 03-05 classes, KG - 02 classes should **NOT** have categories or assignments entered on the grade page.

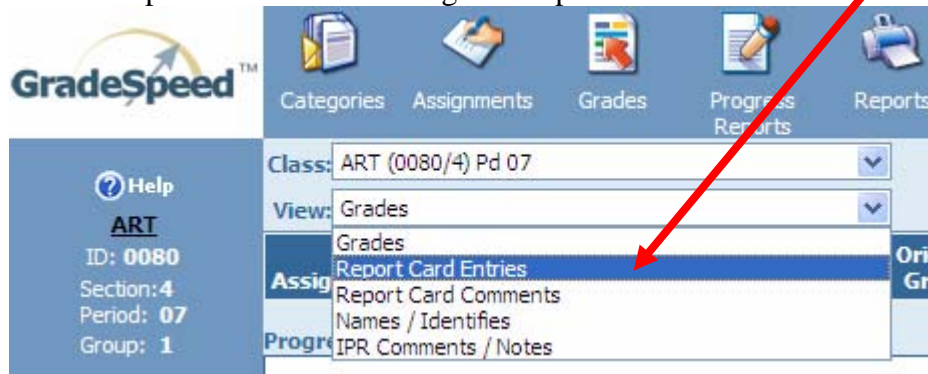


Select the class that you want to assign grades to using the “Class:” drop-down box.



In the first column to the right of the student’s name (the Ave – Due: - Points Possible column) you will see a small line. Move your cursor over that line and the arrow should turn into a hand indicating that it is a link. Click on the link.

Select “Report Card Entries” using the drop-down box for “View.”



Select “All (Auto-fill)” from the drop-down box for “Student”

Categories Assignments Grades Progress Reports Reports Cumulative Grades Attendance Seating Chart

Class: ART (0080/4) Pd 07 Update Cancel

View: Report Card Entries Student: Amine, Antonio

RCPosition Sub Dept.	Benchmark	Allowed Values	C1
1045:06ART	Demonstrates concepts, skills, and processes	1,2,3,4,NA	<input type="checkbox"/>
1046:06ART	Participates in activities	1,2,3,4,NA	<input type="checkbox"/>

Student list (dropdown): Amine, Antonio, Cabury, Sean, Clark, Sawyer, Coslet, Abigail, Grant, Kane, Harlin, Sarah, Hodson, Nathaniel, Khatri, Knjal, Kim, Andrew, Langholtz, Sadie, Lewis, Adrain, Martinez, Juliana, Mendoza, Cindy, Owings, Jason, Pleasant, Benjamin, Sapenter, Jaylen, Tat, Amanda, Thompson, Clea, Valerio-Flores, Fernanda, Zuniga, Julian, All (Auto-fill)

Enter the benchmark values under the appropriate grading cycle (C1, C2, C3, or C4) using only the allowed values (1,2,3,4,NA) and click “Update.”

Categories Assignments Grades Progress Reports Reports Cumulative Grades Attendance Seating Chart

Class: ART (0080/4) Pd 07 Update Cancel

View: Report Card Entries Student: All (Auto-fill)

RCPosition Sub Dept.	Benchmark	Allowed Values	C1	C2	C3	C4
1045:06ART	Demonstrates concepts, skills, and processes	1,2,3,4,NA	4			
1046:06ART	Participates in activities	1,2,3,4,NA	4			

**\*\*\*Make sure that you go back at adjust any students marks you wish to change from the benchmark (Auto-fill) values.**

Select a different “Class” and repeat the steps from: *Select “All (Auto-fill)” from the drop-down box for “Student”*

Categories Assignments Grades Progress Reports Reports

Class: ART (0080/4) Pd 07

View: ART (0080/7) Pd 07

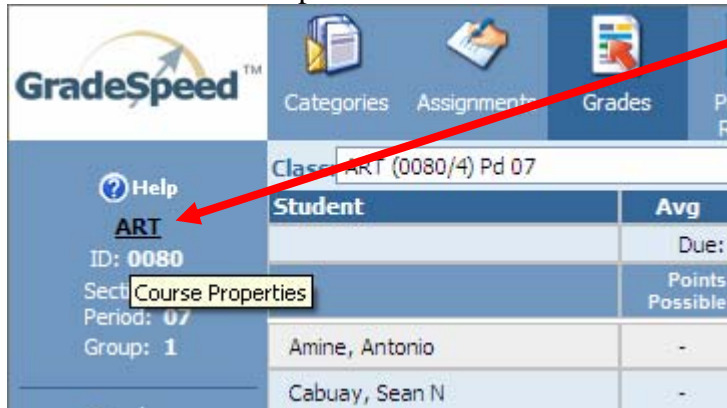
RCPosition Sub Dept. ART (0180/4) Pd 07 ART (0180/7) Pd 07

## Alternate Class Names:

Did you know that you can create “alternate” names for your classes to make them easier to identify?

For example, if the class listed as “ART (0080/4) Period 7” is Ms. Smith’s Kindergarten class:

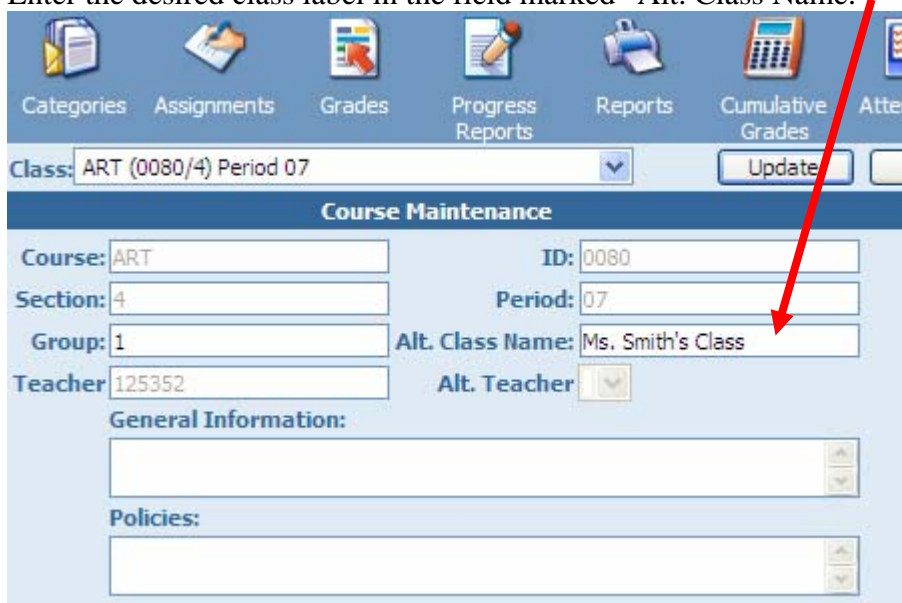
Select the “Course Properties/Maintenance” in the far left column.



The screenshot shows the GradeSpeed interface. On the left sidebar, the 'Course Properties' link is highlighted with a red arrow. The main area displays the class details for 'ART (0080/4) Pd 07'.

Student	Avg
Amine, Antonio	-
Cabuay, Sean N	-

Enter the desired class label in the field marked “Alt. Class Name.”



The screenshot shows the 'Course Maintenance' form. The 'Alt. Class Name' field is highlighted with a red arrow. The form contains the following fields:

Course:	ART	ID:	0080
Section:	4	Period:	07
Group:	1	Alt. Class Name:	Ms. Smith's Class
Teacher:	125352	Alt. Teacher:	

Click “Update”

Select another class from the “Class:” drop-down menu, enter the desired class label, and so on.

**\*\*\*Note – Changing the course/class labels using “Alt. Class Name:” option will re-order your class drop-down menu, sorting them in alpha-numeric order.**